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23 NOV 1988

MEMORANDUM FOR: Chief, Special Activities Staff, Directorate for Operations

VIA: Deputy Director for Administration
Space Management Officer, Deputy Director for Operations

FROM: John M. Ray
Director of Logistics

SUBJECT: Request for Space - 2B02 Headquarters

REFERENCE: Memo for D/OL fm C/SAS, dtd 10 Nov 88, Same Subject

1. We agree to your proposal that room 2B02 Original Headquarters Building (OHB) be assigned as temporary space to Special Activities Staff/Counternarcotics Group (SAS/CNG) as it becomes vacant and available. The space is delineated in the attached floor plan (Attachment A).

2. As you know, Room 2B02 OHB is being vacated by its current occupant for a move to the New Headquarters Building (NHB). As a general rule, space vacated in OHB is not available for reassignment. Most of these spaces, regardless of size, are programmed either for renovation or a backfill-related temporary move. Room 2B02 OHB is the last of a few small pockets of space that has not been programmed for immediate use by the backfill program.

3. Room 2B02 is suitable for an "as is" move, and it is our understanding that SAS will accept 2B02 "as is." Modifications, if any, should be kept to a minimum as SAS is scheduled for a backfill move in 1993.

25X1

John M. Ray

Attachments:

- A. Floor Plan
- B. Reference

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SUBJECT: Request for Space-2B02 Headquarters

OL/FMG/SPD/SPD [redacted] (22 November 1988)

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SAS 88-833

MEMORANDUM FOR: Director of Logistics

VIA: Space Management Office, Deputy Director for
Operations

25X1 FROM:
Chief, Special Activities Staff

SUBJECT: Request for Space - 2B02 Headquarters

1. It is requested that the space located in 2B02 Headquarters be turned over to Special Activities Staff (SAS) as it becomes vacant and available in the planned three to four month timetable. The estimated 500 square feet this area represents would be accepted in an "as is" condition and would be used to alleviate the overcrowded condition in SAS/Counternarcotics Group (SAS/CNG) located in 2B1416 Headquarters.

2. Conditions in CNG have grown intolerable, especially during the past year of rapid growth. Because of the importance this Administration and the Director, Central Intelligence Agency have given to the narcotics issue, ample funds have been made available for the acquisition of personal computers, printers, and personnel. As it is, desks are not available for every employee assigned to CNG and the computer hardware that has been installed has worsened the already cramped conditions by reducing the available square footage for each workstation.

3. It is our proposal to acquire 2B02 as temporary space until SAS relocates to the fourth floor of Headquarters in 1993. The space we request would be ideal since it is already vaulted and is contiguous to CNG's current space.

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